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30 June 1975

MEMORANDUM FOR: Chief, Staff Personnel Division

SUBJECT : Disposal of Records in Calendar Year 1973

1. During Calendar Year 1973, Clerical Staffing Branch destroyed or otherwise disposed of only those records identified in the Records Control Schedule. The following were destroyed:


a) Forms 835, Applicant Processing Record - approximately 1300 cards on regular applicants and 325 cards on Summer-Only applicants whose processing was initiated in FY 1971. Cards reflected name and other identifying information, dates of actions and appointments, clearance disposition, etc.

b) Forms 887, Temporary Assignment Record - approximately 725 cards on clericals who EOD'd in FY 1972. Cards reflected name and other identifying information, typing and shorthand test results, processing appointments, clearance disposition, etc.

c) Forms 80, Employee Summary Worksheets - approximately 725 worksheets on clericals who EOD'd in FY 1972. Contained basic biographic information such as education and experience, placement officer's appraisal, etc. Used in evaluating qualifications and determining placement, and as "tickler" for follow-up interview.

d) Machine Listings - CSB and TAS (including external detailees) payroll and leave reports were destroyed on bi-weekly schedule, i.e. when obsolete; machine notifications of due Fitness Reports and PSI's, approximately 25 of each in the year, were destroyed when necessary action was accomplished.

e) Reference Material - 1972 logs of applicant and employee folders and obsolete regulatory issuances.


Chief, Clerical Staffing Branch

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